



# TIME SHEET

**Client Company Name:** \_\_\_\_\_

**Week Ending Date :** \_\_\_\_\_

**Client Address:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

HOURS WORKED						
	Date	Start	Finish	Break	Total	
Saturday	_____	_____ To _____	Less _____	_____	_____	
Sunday	_____	_____ To _____	Less _____	_____	_____	
Monday	_____	_____ To _____	Less _____	_____	_____	
Tuesday	_____	_____ To _____	Less _____	_____	_____	
Wednesday	_____	_____ To _____	Less _____	_____	_____	
Thursday	_____	_____ To _____	Less _____	_____	_____	
Friday	_____	_____ To _____	Less _____	_____	_____	
					<b>Total Weekly Hours</b>	_____

Employee Signature \_\_\_\_\_

Employee Name (PRINT) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Supervisor's Name (PRINT) \_\_\_\_\_